

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Public Health Service  
Indian Health Service

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Refer to: DPM

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ALBUQUERQUE AREA INDIAN HEALTH SERVICE CIRCULAR NO. 89-04

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CONDUCT IN FEDERAL BUILDINGS

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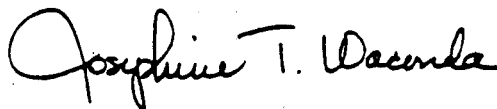
1. **PURPOSE.** This policy establishes the Albuquerque Area procedures for vending, soliciting of alms and contributions and soliciting and vending of all kinds. This is to reduce the disruption in the workplace and provide direction to supervisors and managers concerning the requirements contained in the Department of Health and Human Services (DHHS) Standards of Conduct.
2. **BACKGROUND.** The Albuquerque Area has had an increase in the number of vendors and non-government employees (individuals) soliciting for contributions. The DHHS Standards of Conduct, Part 73.735-305, Conduct in Federal Buildings (includes Government-owned and leased property), an employee shall not, while on duty for the Government, solicit alms and/or contributions, engage in commercial soliciting and vending, display or distribute commercial advertisements or collect private debts.
3. **POLICY.** This is to define the responsibilities of supervisors and managers in the Albuquerque Area Indian Health Service to enforce the requirements as defined in the DHHS Standards of Conduct.
  - A. Individuals and employees who are selling food, jewelry, paintings, etc., must not sell their items on Government-owned or leased property;
  - B. Individuals and employees who sell kitchenware, cosmetics, personal and/or household supplies and other similar items must not sell or solicit (advertise or approach employees) on Government-owned or leased property;
  - C. Individuals and employees must not solicit (advertise or approach employees) contributions for charities, fund raisers and donations on Government-owned or leased property;

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- D. Individuals and employees must not solicit (advertise or approach employees) for commercial vendors on Government-owned or leased property; and
  - E. Individuals and employees must not gamble by raffle, lottery or pool for money or property on Government-owned or leased property.
4. **RESPONSIBILITIES.** The first line supervisor is responsible for taking appropriate disciplinary action for an employee who is in violation of the DHHS Standards of Conduct. The individual is to be warned by a supervisor/manager to leave the Government-owned or leased property. If the individual refuses, a law enforcement agency should be contacted as appropriate. The supervisor/manager **must** not resort to physical force in order to enforce this policy.
5. **EXCEPTIONS.** The DHHS Standards of Conduct lists specific exceptions to the above restrictions and this policy adopts those as follows:
- A. Activities necessitated by an employee's law enforcement duties;
  - B. Participation in Federally sponsored fund raising activities conducted pursuant to Executive Order 10927 or similar HHS, IHS and/or Albuquerque Area Indian Health Service approved activities; and
  - C. Buying lottery tickets at an authorized State lottery outlet for a lottery authorized by State law and conducted by an agency of a State within that State.
6. **SUPERSESSION.** This is in effect until it is superseded.



Josephine T. Waconda  
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